

BSO Tutorial for Tax Year 2010



W-2c Online

Contains the following lessons:

- [Lesson 1: Create/Resume Forms W-2c Online](#)
- [Lesson 2: Download Submitted Reports](#)
- [Appendix: Other Pages](#)

LESSON 1: CREATE/RESUME FORMS W-2C ONLINE

Follow the instructions below to create up to fifty reports with five Forms W-2c online in each report.

STEP 1: Point your browser to the Business Services Online (BSO) “Welcome to Business Services Online” page: www.socialsecurity.gov/bso/bsowelcome.htm.

Social Security Online
www.socialsecurity.gov

Business Services Online
Welcome to Business Services Online

Home | Questions? | Contact Us | Search [] GO

Online Services Availability
Monday-Friday: 5 AM - 1 AM ET
Saturday: 5 AM - 11 PM ET
Sunday: 8 AM - 11:30 PM ET

DON'T USE YOUR BROWSER'S BACK BUTTON

BSO Information

- BSO Electronic W-2 Filing Handbook
- Tutorial
- Suite of Services
- Navigation
- Online Security Policy

Wage Reporting

Social Security

- Frequently Asked Questions
- Employer W-2 Filing Instructions & Information
- W-2 News - Subscribe Today!
- Contact Us

Internal Revenue Service

- IRS Employment Tax & W-2 Requirements
- Apply For EIN

SSN Verification

- SSNVS Handbook

Other Governmental & Employment Links

- The Privacy Act and the Freedom of Information Act
- Electronic Records Express
- Government to Government Services Online

News

- Wage News
- Electronic Records Express News
- Social Security Number Verification News
- Consent Based SSN Verification News
- Form SSA-1694 News

Business Services Online (BSO) enables organizations and authorized individuals to conduct business with and submit confidential information to the Social Security Administration. You must Register to use this website. Registered users may Request, Activate and Access various BSO services and functions.

REGISTRATION - If you are a new user, select the "Register" button to create a password and receive your User ID. If you have started and need to complete your Registration process, select the "Complete Phone Registration" button. In either case, after your Registration is complete, you can Request, Activate and Access services and functions.

LOG IN TO REQUEST, ACTIVATE AND ACCESS FUNCTIONS - Registered users can select the "Log In" button to login and display the BSO Main Menu. Then you may access services and functions you have already activated, or you may select links from the left panel to manage your account information (deactivate your User ID and change your password) or manage your services (request new services, view pending services, and enter activation code), and in some cases manage your employer information.

[Informacion para el Empleador en Espanol](#)

Log in to Business Services Online here

New user? Register for Business Services Online here

Complete Phone Registration [what is this?](#)

Explanation of BSO Services

Reporting Wages to the SSA

Allows you to send forms W-2 and W-2c to Social Security by uploading a specifically formatted electronic file or by directly keying W-2 and W-2c information into an online form. Capability to view Submission and Report processing status is available. If you have received a notice requesting that you resubmit your wage file, it can be acknowledged online. Additionally, you may ask for a one time 15-day extension to the deadline for resubmitting your wage file.

[More information about Reporting Wages](#)

Social Security Number Verification Service (SSNVS)

For the purposes of completing W-2 and W-2c SSNVS allows you to complete an online form or submit specifically formatted files to request verification of names and Social Security Numbers of employees of the company for which you work or the company that has hired you to perform this service.

[More information about Verifying Social Security Numbers](#)

Form SSA-1694 Request for Business Entity Taxpayer Information

Business entities that have attorney and/or non-attorney representatives as partners or employees who receive direct payment must provide SSA with taxpayer identification information using the Form SSA-1694. For information on how to register, contact OCO.AREP.Registration@ssa.gov.

Select Login to complete, update or view the Form SSA-1694.

Select Register to obtain a User ID and password to complete the Form SSA-1694.

[More information about the Attorney Fee Service](#)

Have a question? Call 1-800-772-6270 to speak with Employer Customer Service personnel.
For TDD/TTY call 1-800-325-0778.

USA.gov Privacy Policy | Website Policies & Other Important Information | Site Map
Last reviewed or modified Friday June 06, 2009 [Need Larger Text?](#)

STEP 2: Select the **Log In** button on the BSO “Welcome to Business Services Online” page. The system displays the “Log In to Online Services” page.

Social Security Online **Business Services Online**

www.socialsecurity.gov [BSO Welcome](#) | [BSO Information](#) | [Keyboard Navigation](#) [HELP](#)

Log In to Online Services

Online Services Availability

- Monday-Friday: 5 AM - 1 AM ET
- Saturday: 5 AM - 11 PM ET
- Sunday: 8 AM - 11:30 PM ET

New User?
You must create an account to use this website. Once you do, you will be provided a User ID to log in to our online services.

To create new account you will need to:

- Provide personal information
- Provide contact information
- Create your password and security questions

[Create Log In Account](#)

Did you register with SSA by [phone](#) or [paper form](#) and need to create a password?

Existing User?
Please login in below:

User ID:

Password:

[Forgot user ID?](#)
[Forgot your password?](#)

User Certification:
I understand that the Social Security Administration (SSA) will validate the information I provide against the information in SSA's files.
☐ I have read & agree to these terms.

www.socialsecurity.gov [BSO Welcome](#) | [BSO Information](#) | [Keyboard Navigation](#)

STEP 3: Enter your User ID and Password.

STEP 4: Select the **I have read & agree to these terms** check box on the “Log In to Online Services” page.

Select the **Log In** button to display the “BSO Main Menu” page.

To return to the BSO “Welcome to Business Services Online” page, select the **BSO Welcome** link at the top or bottom of the page.

Social Security Online **Business Services Online**

www.socialsecurity.gov BSO Main Menu | BSO Information | Contact Us | Keyboard Navigation

Main Menu [HELP](#)

ERESUB VALIDATION
 Logout

Manage Account

- [View / Edit Account Info](#)
- [Change Password](#)
- [Disable Account](#)

Manage Services

- [View / Edit Services](#)
- [Request New Services](#)
- [View Pending Services](#)
- [Enter Activation Code\(s\)](#)

Manage Employer Information

- [Add/Update Employer Information](#)
- [Remove Employer Information](#)

Welcome, ERESUB VALIDATION
 Your password expires on **May 05, 2099**

[Report Wages To Social Security](#)
 Submit, download or process W-2s and W-2cs
 View submission status, acknowledge resubmission notices or
 Request resubmission extensions
 View errors and error notices for wage files and/or wage reports submitted by or for your company

[Social Security Number Verification Service](#)
 Request online SSN verification, or
 Submit files for SSN verification

www.socialsecurity.gov BSO Main Menu | BSO Information | Contact Us | Keyboard Navigation

STEP 5: Select the **Report Wages To Social Security** link on the “BSO Main Menu” page. The system displays the “Wage Reporting Attestation” page.

Social Security Online **Business Services Online**

www.socialsecurity.gov BSO Main Menu | BSO Information | Keyboard Navigation | Logout

Wage Reporting Attestation

User Certification for Electronic Wage Reporting

I understand that the Social Security Administration (SSA) will validate the information I provide against the information in SSA's files. I certify that I am the individual authorized to conduct business under this User ID and have the authority to either attest to the accuracy of the data and/or transmit wage information and to receive employee wage information for the employer.

By selecting the "I Accept" button, you certify that you have read, understand and agree to the user certification of Business Services Online.

Have a question? Call 1-800-772-6270 Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.

STEP 6: Select the **I Accept** button on the “Wage Reporting Attestation” page to go to the EWR home page.

To return to the “[BSO Main Menu](#)” page, select the **I DO NOT Accept** button.

Social Security Online
www.socialsecurity.gov

Business Services Online

BSO Main Menu | BSO Information | Keyboard Navigation | Logout

Electronic Wage Reporting (EWR)

Reporting Wages to Social Security

Forms W-2/W-3 Online
Forms W-2c/W-3c Online
Upload Formatted Wage File

Warning The wage report containing the Forms(s) W-2 you wish to correct must be in COMPLETE status before you can use W-2c/W-3c Online to submit a Form W-2c correction.

[Create/Resume Forms W-2c/W-3c Online](#)

- Create (fill in the form), save, print and submit up to 5 Forms W-2c per Form W-3c. There is no limit on the number of Forms W-3c with up to 5 Forms W-2c an employer can enter, even if the multiple Forms W-3c are for the same Employer Identification Number (EIN).
- At any point in time, up to 50 Forms W-3c, each containing up to 5 Forms W-2c, can be saved and resumed/submitted at a later date.
- A pre-submission PDF is provided to print the Forms W-2c for distribution to the employees and for the employer review.
- Read the [list of restrictions](#) to determine whether you can use Forms W-2c/W-3c Online.

[Save \(or Print\) Submitted W-2c Report\(s\) PDF to Your Computer](#)

A printable final PDF version of a wage report created and submitted using Forms W-2c/W-3c Online can be saved to your computer. The final PDF(s) are available for download for only 30 days from the date of submission.

Submission Status

[View Submission Status](#)

Check report status, errors, and notice information for previously submitted wage reports (Forms W-2/W-3).

Employer Report Status

[View Wage Report Status](#)

Check report status or view errors for reports submitted for your company by a third party.

Resubmission Notice

If you received a Resubmission Notice, you may use the following link to acknowledge receiving the Notice and/or to request a one-time 15-day extension of the deadline:

[Acknowledge Notice and/or Request Extension](#)

- You will need information from the Notice to acknowledge the notice or request an extension.
- You cannot extend if (a) the file has previously been resubmitted or (b) today is more than 45 days from the date on the Resubmission Notice.

Alerts and News for EWR

[E-mail a Wage Reporting Expert](#)

[Información en Español](#)

Online Tutorials & Training

[Wage Reporting Handbook](#)

[SSN Verification Handbook](#)

[Online Registration Handbook](#)

[Online Tutorial](#)

[FAQs - General Employer](#)

Other Useful Information

[Before You File](#)

[Checking SSNs](#)

[Uploading Formatted Files](#)

[For Other Electronic Filers](#)

[General Info about Wage Filing](#)

[IRS Information](#)

[Publication Resources](#)

[Employer Support Links](#)

Have a question? Call 1-800-772-6270 Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.

STEP 7: Go to the Forms W-2c/W-3c Online tab.

Select the **Create/Resume Forms W-2c/W-3c Online** link. If there are no unsubmitted reports, the system displays the “[Before You Create Your Form\(s\) W-2c/W-3c](#)” page. If there are unsubmitted Forms W-2c/W-3c, the system displays the Forms W-2c/W-3c Online “[Unsubmitted Reports](#)” page.

You may have a maximum of fifty unsubmitted reports at one time. When you have reached the fifty “saved” report limit, you must first submit an existing report in order to be able to start a new report. If there are forty-nine or fewer reports, you may continue without submitting the existing reports.

Social Security Online **Electronic Wage Reporting (EWR)**
[www.socialsecurity.gov](#) | [EWR Home](#) | [E-mail a Wage Reporting Expert](#) | [Keyboard Navigation](#) | [Logout](#)

Forms W-2c/W-3c Online

Unsubmitted Reports

You have 10 saved reports that you have not yet submitted.
To resume a previous report, select the "Edit" button next to the report.

Note: Unsubmitted reports are deleted if you do not resume working with them before the purge date.
Note: You can not submit reports marked in red after 04-15-2011 due to the status of limitation for report corrections. However, you may view and update them.

	Employer Name	EIN	# of Form(s) W-2c	Save Date ▲	Purge Date	Tax Year
Edit Delete	PERMANENTE MEDICAL GROUP INC	942728480	0	12-22-2009	04-21-2010	2009
Edit Delete	COMPANYZEMPLYERD908322SDKFJKLSDJFKJSDKLFJKLSDJFKLJSDKLFJK	942728480	5	05-13-2010	09-10-2010	2009
Edit Delete	MIR	942728480	1	06-11-2010	10-09-2010	2007
Edit Delete	PERMANENTE MEDICAL GROUP INC	942728480	1	06-14-2010	10-12-2010	2007
Edit Delete	PERMANENTE MEDICAL GROUP INC	942728480	1	06-16-2010	10-14-2010	2009
Edit Delete	PERMANENTE MEDICAL GROUP INC	942728480	1	07-01-2010	10-29-2010	2010
Edit Delete	BMG	942728480	0	07-06-2010	11-03-2010	2010
Edit Delete	NIRC	942728480	1	07-06-2010	11-03-2010	2009
Edit Delete	PERMANENTE MEDICAL GROUP INC	942728480	0	07-08-2010	11-05-2010	2008
Edit Delete	PERMANENTE MEDICAL GROUP INC	942728480	1	07-08-2010	11-05-2010	2008

[Cancel](#)
[Start a New Report Correction](#)

Have a question? Call 1-800-772-6270 Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.

STEP 8: Select the **“Start a New Report Correction”** button on the **“Unsubmitted Reports”** page. The system displays the **“Before You Create Your Form(s) W-2c/W-3c”** page.


Select the **Edit** link to go to the **“W-2c List for this Submission”** page.

Select the **Delete** link to delete an unsubmitted report. The **“Are you sure you want to delete the unsubmitted report?”** page will be displayed.

Select the **Cancel** button to return to the **EWR home** page.

You cannot submit reports marked in red after 4-15-2010 due to the status of limitation for report corrections. However, you may view and update them.

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Electronic Wage Reporting (EWR)
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EWR Home
E-mail a Wage Reporting Expert
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Forms W-2c/W-3c Online

Before You Create Your Form(s) W-2c/W-3c

Please answer the following questions:

▶ For which tax year is this wage report being corrected?

▶ For whom are you filing?

Check for Exceptions

Does this wage report involve any of the following uncommon situations? [More Info](#)
If any of these apply to you, [contact us](#) for advice on filing your wage reports.

- Are you filing a correction on a previous correction?
- Are you filing for wages earned in Puerto Rico?
- Are you filing for Self-Employed income that is from a church or religious organization?
- Agent Indicator codes?
- Are you submitting [Third-party Sick Pay Recap Forms W-2 and W-3](#) described in part 6 of Internal Revenue Service publication 15-A?

☐ Yes, one or more of these situations apply to this wage report.

Need help with this page?

Have a question? Call **1-800-772-6270** Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call **1-800-325-0778**.

STEP 9: Select a tax year and select a company name from the **For Whom are you filing?** drop-down box.

If none of the situations listed in the Check for Exceptions section apply, select the **Continue** button to go to the “[Employer Information for this Wage Report Correction](#)” page.

If any of the situations listed in the Check for Exception section apply, select the check box and the **Continue** button to go to the “[W-2c Online Restrictions](#)” page.

Select the **Cancel** button to return to the [EWR home](#) page.

Social Security Online Electronic Wage Reporting (EWR)

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Forms W-2c/W-3c Online

Steps: ① Employer Information ② Form(s) W-2c ③ W-3c Preview ④ Review ⑤ Sign & Submit ⑥ Confirmation

① Employer Information for this Wage Report Correction

Fields marked with an asterisk (*) MUST be completed.

Enter/Review Employer Information for this Wage Report Correction

Please note: If this information has changed - updating on this page only changes information for this current wage report. To officially correct IRS records you will need to contact the IRS or use the appropriate IRS [employer tax return form](#).

*Employer Name: DEMO EMPLOYER
 *EIN: 112222222
 *Country: United States
 Address Line 1: 123 MAIN STREET
 Address Line 2:
 *City: MY CITY
 *State Abbreviation (for U.S.) / Province: MD
 *ZIP Postal Code: 12345 ZIP Ext. (U.S. only):

Contact Person for this Submission

*Name: JOHN PUBLIC
 *E-mail: USER@DEMOEMPLOYER.COM
 *Phone: 1112223333 Ext:
 Fax:

Other Information

Please fill in the following if it applies to you (it is generally uncommon).

Establishment Number:
 Employer State ID Number:

Kind of Payer

Select the Kind of Payer that best describes your situation, review the contact information on file and make any necessary changes.

*Kind of Payer:
Warning: Be sure to select the correct Kind of Payer. You will not be able to change your selection for this wage report at any time.

☐ 941 (Regular)
☐ Household Employer
☐ 943 (Agriculture)
☐ 944 (Regular)
☐ CT-1 (Railroad)
☐ Medicare Government Employer (For Government Employers only)
☐ Third-Party Sick Pay

Have a question? Call 1-800-772-6270 Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.

STEP 10: Enter employer information, contact person information, other information and kind of payer information on the “Employer Information for this Wage Report Correction” page.

Select the **Continue** button to go to the “Enter W-2c Information” page.

Select the **Cancel** button to return to the [EWR home](#) page.

Social Security Online Electronic Wage Reporting (EWR)			
www.socialsecurity.gov EWR Home E-mail a Wage Reporting Expert Keyboard Navigation Logout			
Forms W-2c/W-3c Online			
Steps: ① Employer Information ② Form(s) W-2c ③ W-2c List ④ W-3c Preview ⑤ Print & Review ⑥ Sign & Submit ⑦ Submission Confirmation ⑧ Save PDF			
2 Enter W-2c Information			
You are currently working on W-2c number: 1 of 5. Need help with this page?			
Fields marked with an asterisk (*) MUST be completed.			
For official use only OMB No. 1545-0008			
a Employer's name, address, and ZIP code		c Tax year/Form corrected 2010/ W-2	
SSA 12 BALTIMORE STREET BALTIMORE, MD 21211		d * Employee's correct social security number 121 - 12 - 1212	
		e Corrected SSN and/or name <input type="checkbox"/> (Check this box and complete boxes f and/or g if incorrect on form previously filed.)	
		Complete boxes f and/or g only if incorrect on form previously filed.	
		f Employee's previously reported social security number 121 - 12 - 1223	
b Employer's federal EIN 53 - 0090868		g Employee's previously reported name	
		First: Middle: Last: Suffix:	
		h Employee's name	
		*First: MIDDLE: Last: Suffix:	
Note: Only complete money fields that are being corrected.		i Employee's address and ZIP code	
		Suite/Attn.: Street/P.O. box: City: Baltimore Country: United States State / Province: MD ZIP/Postal code: 21211 Zip Ext. (U.S. only):	
Previously Reported		Correct Information	
1 Wages, tips, other compensation \$ 2,312.00	1 Wages, tips, other compensation \$ 12.00	2 Federal income tax withheld \$ 2,323.00	2 Federal income tax withheld \$ 23.00
3 Social security wages \$ 234.00	3 Social security wages \$ 4.00	4 Social security tax withheld \$ 324.00	4 Social security tax withheld \$ 2.00
5 Medicare wages and tips \$	5 Medicare wages and tips \$	6 Medicare tax withheld \$	6 Medicare tax withheld \$
7 Social security tips \$	7 Social security tips \$	8 Allocated tips \$	8 Allocated tips \$
9 Advance EIC payment \$	9 Advance EIC payment \$	10 Dependent care benefits \$	10 Dependent care benefits \$
11 Nonqualified plans: Section 457 distributions or contributions \$	11 Nonqualified plans: Section 457 distributions or contributions \$	12a Code: \$	12a Code: \$
Not section 457 distributions or contributions \$	Not section 457 distributions or contributions \$	12b Code: \$	12b Code: \$
13 Statutory employee Retirement plan Third-party sick pay <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	13 Statutory employee Retirement plan Third-party sick pay <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	12c Code: \$	12c Code: \$
14 Other Description (1): Amount (1): \$ Description (2): Amount (2): \$	14 Other Description (1): Amount (1): \$ Description (2): Amount (2): \$	12d Code: \$	12d Code: \$
Previously Reported		Correct Information	
15 State (1) MD Employer's state ID number (1) 232	15 State (1) PA Employer's state ID number (1) 233	15 State (2) Employer's state ID number (2) 	15 State (2) Employer's state ID number (2)
16 State wages, tips, etc. (1) \$	16 State wages, tips, etc. (1) \$	16 State wages, tips, etc. (2) \$	16 State wages, tips, etc. (2) \$
17 State income tax (1) \$	17 State income tax (1) \$	17 State income tax (2) \$	17 State income tax (2) \$
Previously Reported		Correct Information	
18 Local wages, tips, etc. (1) \$	18 Local wages, tips, etc. (1) \$	18 Local wages, tips, etc. (2) \$	18 Local wages, tips, etc. (2) \$
19 Local income tax (1) \$	19 Local income tax (1) \$	19 Local income tax (2) \$	19 Local income tax (2) \$
20 Locality name (1) 	20 Locality name (1) 	20 Locality name (2) 	20 Locality name (2)
Cancel Changes Delete this W-2c Save and Start Next W-2c >> Save and Go to W-2c List >>			
Have a question? Call 1-800-772-6270 Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.			

STEP 11: Enter the W-2c data in the appropriate boxes on the “Enter W-2c Information” page. Select the **Save and Start Next W-2c** button to save this W-2c information and create another W-2c. The system may display some alerts. If an alert is displayed, you may proceed by making corrections to the W-2c or by selecting the override checkbox.

Select the **Save and Go to W-2c List** button when you finish creating W-2c to go to the “W-2c List for this Submission” page.

*You can enter a maximum of five (5) W-2cs. The number of the current W-2c is displayed at the top of the “Enter W-2c Information” page. When entering your fifth W-2c, the system will no longer display the **Save and Start Next W-2c** button.*

Select the **Cancel Changes** button to discard changes made to this W-2c and go to the “W-2c List for this Submission” page.

Select the **Delete this W-2c** button to delete this W-2c and go to the “W-2c List for this Submission” page. “[Are you sure you want to delete this W-2c](#)” page will be displayed before the “W-2c List for this Submission” page.

Social Security Online **Electronic Wage Reporting (EWR)**

www.socialsecurity.gov EWR Home | E-mail a Wage Reporting Expert | Keyboard Navigation | Logout

Forms W-2c/W-3c Online

Steps: ① Employer Information ② Form(s) W-2c ③ **W-2c List** ④ W-3c Preview ⑤ Print & Review ⑥ Sign & Submit ⑦ Submission Confirmation ⑧ Save PDF

③ W-2c List for this Submission (SSA)

To review or edit a W-2c, select the employee name. Once you are finished entering Form(s) W-2c, you can preview the W-3c.

This report was last modified on 01-21-2011. Form(s) W-2c Entered: 1

Order Entered	Name	SSN	
1.	DEE, SHE	XXX-XX-3123	Delete

[Save and Quit](#)
[Edit Employer Information](#)
[Start a New W-2c >>](#)
[Continue to W-3c Preview >>](#)

[Need help with this page?](#)

Have a question? Call 1-800-772-6270 Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.

STEP 12: The following options are available on the “W-2c List for this Submission” page:

Select a name to view and edit the W-2c data.

Select the **Delete** link to delete the W-2c. When you select the delete link, “[Are you sure you want to delete this W-2c](#)” page will be displayed for your assistance.

Select the **Save and Quit** button to exit W-2c Online without submitting your wage report to the Social Security Administration (SSA). When you select this button, “[Are you sure you want to save and exit W-2c Online without submitting your annual wage report to SSA?](#)” page will be displayed for your assistance.

Select the **Edit Employer Information** button to change previously entered employer information.

Select the **Start a New W-2c** button to create another W-2c.

Select the **Continue to W-3c Preview** button to view “W-3c Preview for this Submission” page.

Social Security Online **Electronic Wage Reporting (EWR)**

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Forms W-2c/W-3c Online

Steps: ① Employer Information ② Form(s) W-2c ③ W-2c List ④ **W-3c Preview** ⑤ Print & Review ⑥ Sign & Submit ⑦ Submission Confirmation ⑧ Save PDF

④ W-3c Preview for this Submission

Ensure that the information on your Form(s) W-2c for this employer [reconciles](#) with the total of Forms 941, 943, 944, or Schedule H that you filed with the Internal Revenue Service.

To edit this data, please [Return to W-2c List](#) and select the W-2c you need to edit.

a Tax year/Form corrected 2010/ W-2		For official use only OMB No. 1545-0008	
b Employer's name, address, and ZIP code DEMO EMPLOYER MY CITY, MD 12345		c Kind of payer 941 - Regular	
d Number of forms W-2c 1	e Employer's federal EIN 11-2222222	f Establishment number	g Employer's state ID number
Boxes h, i and j are not applicable for W-2c Online.	h Employer's incorrect federal EIN Not applicable	i Incorrect establishment number Not applicable	j Incorrect state ID number Not applicable
Total of amounts previously reported as shown on enclosed Forms W-2c	Total of corrected amounts as shown on enclosed Forms W-2c	Total of amounts previously reported as shown on enclosed Forms W-2c	Total of corrected amounts as shown on enclosed Forms W-2c
1 Wages, tips, other compensation \$100.00	1 Wages, tips, other compensation \$100.00	2 Federal income tax withheld \$0.00	2 Federal income tax withheld \$0.00
3 Social security wages \$0.00	3 Social security wages \$0.00	4 Social security tax withheld \$0.00	4 Social security tax withheld \$0.00
5 Medicare wages and tips \$0.00	5 Medicare wages and tips \$0.00	6 Medicare tax withheld \$0.00	6 Medicare tax withheld \$0.00
7 Social security tips \$0.00	7 Social security tips \$0.00	8 Allocated tips \$0.00	8 Allocated tips \$0.00
9 Advance EIC payments \$0.00	9 Advance EIC payments \$0.00	10 Dependent care benefits \$0.00	10 Dependent care benefits \$0.00
11 Nonqualified plans \$0.00	11 Nonqualified plans \$0.00	12a Deferred compensation \$0.00	12a Deferred compensation \$0.00
14 Inc. Tax W/H by third-party sick pay payer \$ 0.00	14 Inc. Tax W/H by third-party sick pay payer \$ 0.00	12b HIRE exempt wages and tips \$0.00	12b HIRE exempt wages and tips \$0.00
16 State wages, tips, etc. \$ 0.00	16 State wages, tips, etc. \$ 0.00	17 State income tax \$ 0.00	17 State income tax \$ 0.00
18 Local wages, tips, etc. \$ 0.00	18 Local wages, tips, etc. \$ 0.00	19 Local income tax \$ 0.00	19 Local income tax \$ 0.00
Contact person JOHN PUBLIC		Telephone number 1112223333	
E-mail address USER@DEMOEMPLOYER.COM		Fax number	

Save and Quit

<< Return to W-2c List

Continue >>

Have a question? Call 1-800-772-6270 Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.

STEP 13: You may enter the state or local wages and taxes totals on the “W-3c Preview for this Submission” page. This information will not be used by Social Security, nor will it be forwarded to any state or local entity.

Select the **Continue** button to go to the “Print Unsubmitted Form(s) W-2c/W-3c for Review” page.

Select the **Return to W-2c List** button to return to the “[W-2c List for this Submission](#)” page.

Select the **Save and Quit** button to exit W-2c Online without submitting your wage report to SSA.

The screenshot shows the "Forms W-2c/W-3c Online" interface. At the top, there's a red banner with "Social Security Online Electronic Wage Reporting (EWR)" and navigation links. Below this is a progress bar with steps 1 through 8, with step 5 "Print & Review" highlighted. The main heading is "5 Print Unsubmitted Form(s) W-2c/W-3c for Review".

Instructions listed:

- Print the PDF file below to review your unsubmitted Form(s) W-2c and W-3c.
- Once you have reviewed your Form(s) W-2c and W-3c, give copies to your employees. Ask them to review the information before you submit the final Form(s) W-2c to Social Security. Please note that the PDF provided is for printing and record keeping purposes, to be provided to your employees.
- If you need to change any W-2c information, please select the "Return to W-2c List" button.
- When you believe the W-2c information is accurate, you can continue to the "Sign & Submit" step.
- Check with the IRS for online filing [deadlines](#).

On the right, a note states: "In order to view or print these files in the PDF format, you will need Adobe's Acrobat® reader. You will need to [download](#) and install the free Acrobat Reader on your computer. Version 5.0 or greater is recommended." Below this is the Adobe Reader logo.

A box titled "Your Unsubmitted Copy" contains the message: "Your unsubmitted work has been saved for future use." It includes a link to "Print Unsubmitted W2c/W3c 257160944.tmp", a link to "What's in this PDF?", and a link to "Problems Printing Form(s) W-2c ?".

At the bottom, there are three buttons: "Save and Quit", "<< Return to W-2c List", and "Continue >>".

Footer text: "Have a question? Call 1-800-772-6270 Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778."

STEP 14: The following options are available on the “Print Unsubmitted Form(s) W-2c/W-3c for Review” page:

Select the **Continue** button to go to the “Sign and Submit” page.

Select the **Return to W-2c List** button to return to the “[W-2c List for this Submission](#)” page.

Select the **Save and Quit** button to exit W-2c Online without submitting your wage report to SSA.

The screenshot shows the 'Sign and Submit' step of the EWR process. At the top, there's a red banner with 'Social Security Online' and 'Electronic Wage Reporting (EWR)'. Below it, a navigation bar includes links like 'www.socialsecurity.gov', 'EWR Home', 'E-mail a Wage Reporting Expert', 'Keyboard Navigation', and 'Logout'. The main heading is 'Forms W-2c/W-3c Online'. A progress bar at the top lists steps 1 through 8, with step 6 'Sign & Submit' highlighted. The main content area contains a declaration box with the text: 'Under penalty of perjury, I declare that I have examined this wage report and, to the best of my knowledge and belief, they are entered accurately based on the information available to me. By checking agreement below and selecting the "Submit this Wage Report Correction" button, I affirm that the above statement is true.' Below this is a checkbox labeled 'I, DQTV TEST, read and agree with the above.' and a note: 'Note: You are only attesting to the accuracy of this information.' At the bottom, there are three buttons: 'Save and Quit', '<< Previous', and 'Submit this Wage Report Correction >>'. A footnote at the bottom left states: '* Once you submit this wage report electronically, do not send any paper forms to SSA.' A footer at the very bottom provides contact information: 'Have a question? Call 1-800-772-6270 Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.'

STEP 15: Select the check box on the “Sign and Submit” page to attest to the accuracy of the report and select the **Submit This Wage Report Correction** button to submit your wage report correction. The system will display the “Confirmation Receipt - Your File Was Received” page with a pop up window on the top.

Select the **Save and Quit** button to exit W-2c Online without submitting your wage report correction to SSA.

Select the **Previous** button to return to the “[Print Unsubmitted Form\(s\) W-2c for Review](#)” page.

Social Security Online
Electronic Wage Reporting (EWR)

[www.socialsecurity.gov](#)
[EWR Home](#)
[E-mail a Wage Reporting Expert](#)
[Keyboard Navigation](#)
[Logout](#)

Forms W-2c/W-3c Online

Steps: ① Employer Information ② Form(s) W-2c ③ W-2c List ④ W-3c Preview ⑤ Print & Review ⑥ Sign & Submit **⑦ Submission Confirmation** ⑧ Save PDF

⑦ Confirmation Receipt - Your File Was Received

Your wage report was submitted successfully. Thank you for using W-2c Online.

This Wage File Identifier (WFID) is your confirmation number: **KVZ304**

We encourage you to print this page for your records. Your receipt will no longer be available once you leave this page.

! **Do not mail us any paper Form(s) W-2c or W-3c.**

Your Receipt

Employer: SFD	Employer EIN: 53-0090868
Tax year: 2010	Payer type: 941 - Regular
Received on: 09/14/2010 04:13 PM Eastern Time	Form type: W-2c

Received:	1 Form W-2c		
Total wages:	\$123.00	Samoa income tax withheld:	\$0.00
Social security wages:	\$0.00	Social security tax withheld:	\$0.00
Medicare wages and tips:	\$0.00	Medicare tax withheld:	\$0.00

What You Should Do Next

- Keep a printout of this page for 4-7 years as proof of your filing date.
- Print and distribute** the Form(s) W-2c to your employees if you have not already done so.

! **Do not mail us any paper Form(s) W-2c or W-3c.**

What to Expect

- You can check the status of your submission by selecting the View Submission Status link from the EWR homepage. It may take 4-6 weeks for your wage report to process.
- Please note: If your address or phone number has changed, remember to correct it in IRS records by using the IRS form 941. Contact the IRS for more information.

Print this Page

Go to Save Official PDF >>

Have a question? Call **1-800-772-6270** Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call **1-800-325-0778**.

STEP 16: A print pop-up window will be displayed on top of the “Confirmation Receipt - Your File Was Received” page. From the print pop-up window you may select one of the following options:

Select the **OK** button to print the “Confirmation Receipt - Your File Was Received” page.

Select the **Cancel** button to close the pop-up window.

Social Security Administration

Page 14

Your wage file will be available for you to review under your BSO account until the date displayed on your “Confirmation Receipt - Your File Was Received” page.

STEP 17: From the “Confirmation Receipt – Your File Was Received” page, you may select one of the following options:

Select the **Print this Page** button to print the confirmation page.

Select the **Go to Save Official PDF** button to go to the “Save PDF” page.

The screenshot shows the 'Forms W-2c/W-3c Online' interface. At the top, there's a red banner with 'Social Security Online' and 'Electronic Wage Reporting (EWR)'. Below this is a navigation bar with links: 'www.socialsecurity.gov', 'EWR Home', 'E-mail a Wage Reporting Expert', 'Keyboard Navigation', and 'Logout'. The main heading is 'Forms W-2c/W-3c Online'. A progress bar shows steps 1 through 8, with step 8 'Save PDF' highlighted. The 'Save PDF' section includes instructions on saving the official PDF file to a hard drive, noting it's available for 120 days. It also features a 'Save Your Official Copy' box with important information and links like 'KVZ304.pdf (Final)', 'What's in this PDF?', and 'Problems Printing Form(s) W-2c?'. A warning icon and text state 'Do not mail us any paper Form(s) W-2c or W-3c.' At the bottom, there are buttons for 'EWR Home', 'View Unsubmitted Reports', and 'Start a New Report Correction'. A footer contains contact information: 'Have a question? Call 1-800-772-6270 Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.'

STEP 18: Right click the file name (<filename.pdf>) on the “Save PDF” page to view or save the submitted report.

Select the **Start a New Report Correction** button to return to the “[Before You Create Your Form\(s\) W-2c/W-3c](#)” page.

Select the **View Unsubmitted Reports** button to go to the “[Unsubmitted Reports](#)” page.

Select the **EWR Home** button to go to the [EWR home](#) page.

LESSON 2: DOWNLOAD SUBMITTED REPORTS

Follow the instructions below to download an Adobe file containing Forms W-2c and W-3c for a W-2c Online report submitted within the last 30 days.

Submitted wage report files are available for 30 days or until December 31, whichever comes first.

STEP 1: Select the **Save Submitted Report(s) to Your Computer** link under the Forms W-2c/W-3c Online tab on EWR home page. The system displays the “Download Submitted Reports” page.

Social Security Online Electronic Wage Reporting (EWR)

www.socialsecurity.gov EWR Home | E-mail a Wage Reporting Expert | Keyboard Navigation | Logout

Forms W-2c/W-3c Online

Download Submitted Reports

To view, save or print reports submitted to SSA, select the report by the name. The PDF provided is for printing and record keeping purposes, to be provided to your employees. [Problems Printing Form\(s\) W-2c?](#)
Please note: Files are only available for 120 days and will not be available after that time.

Reports Submitted: 6

WFID	Date Submitted
KVY016.pdf	11-09-2009
KVY017.pdf	11-09-2009
KVY018.pdf	11-09-2009
KVZ081.pdf	08-13-2010
KVZ137.pdf	08-19-2010
KVZ223.pdf	08-31-2010

[Quit](#) [Start a New Report](#)

Have a question? Call 1-800-772-6270 Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.

STEP 2: Right-click the WFID link on the “Download Submitted Reports” page to display a menu including the following options:

- Select **Save Target As** to download the file onto your computer.
- Select **Open in New Window** to view the file.

Adobe Acrobat Reader is required to view your downloaded wage file. If you do not have Adobe Acrobat Reader on your computer, you can download it at <http://www.adobe.com>.

Select the **Quit** button to return to the EWR home page.

Select the **Start a New Report** button to proceed to the “[Before You Create Your Form\(s\) W-2c/W-3c](#)” page.

Appendix: Other pages

1. Are You Sure You Want to Delete This W-2c Page

If a user selects **Delete This W-2c** button on the “Enter W-2c Information” page, or the **Delete** link on the “W-2c List for this Submission” page, the system shall display the “Are you sure you want to delete this W-2c” Page.

The screenshot shows the 'Forms W-2c/W-3c Online' page with a confirmation dialog. The dialog asks 'Are you sure you want to delete this W-2c?' and provides two options: 'Yes' and 'No'. The 'Yes' option states: 'Your selected W-2c will be deleted and you will be sent to the W-2c List for this Submission page.' The 'No' option states: 'This will take you back to the W-2c List for this Submission page.' The page header includes 'Social Security Online Electronic Wage Reporting (EWR)' and navigation links. The footer provides contact information: 'Have a question? Call 1-800-772-6270 Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.'


2. W-2c Online Restrictions Page

Users can access “W-2c Online Restrictions” page by selecting the **Continue** button on the “Before Your Create Your Form(s) W-2c/W-3c” page when the check box “Yes, one or more of these situations apply to this wage report” is selected.

The screenshot shows the 'W-2c Online Restrictions' page. The header is 'Forms W-2c/W-3c Online'. The main heading is 'W-2c Online Restrictions'. The text explains that the user is not eligible to use W-2c Online to file this wage report due to restrictions. It also mentions that the user can use the 'File Upload application' if they have software that produces EFW2C formatted electronic files, or they can use paper W-2c forms or view a list of vendors. A button labeled 'EWR Home Page' is visible. A link 'Need help with this page?' is on the right. The footer provides contact information: 'Have a question? Call 1-800-772-6270 Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.'


3. Are You Sure You Want to Save and Exit W-2c Online Without Submitting Your Annual Wage Report to SSA? Page

If a user selects the **Save and Quit** button on the “W-2c List for this Submission (ABC Limited)” page, “W-3c Preview for this Submission” page, “Review Unsubmitted Form(s) W-2c/W-3c” page or on the “Sign and Submit” page, the system shall display the “Are you sure you want to save and exit W-2c Online without submitting your annual wage report to SSA?” page.

Social Security Online Electronic Wage Reporting (EWR)							
www.socialsecurity.gov EWR Home E-mail a Wage Reporting Expert Keyboard Navigation Logout							
 Forms W-2c/W-3c Online							
<p>Are you sure you want to save and exit W-2c Online without submitting your annual wage report to SSA?</p> <table border="1"> <thead> <tr> <th colspan="2">Options</th> </tr> </thead> <tbody> <tr> <td><input type="button" value="Yes"/></td> <td>Your employer information and Forms W-2c will be saved until 11-07-2009. You may return to finalize and submit your annual wage report anytime between now and 11-07-2009.</td> </tr> <tr> <td><input type="button" value="No"/></td> <td>Continue working on this wage report.</td> </tr> </tbody> </table>		Options		<input type="button" value="Yes"/>	Your employer information and Forms W-2c will be saved until 11-07-2009. You may return to finalize and submit your annual wage report anytime between now and 11-07-2009.	<input type="button" value="No"/>	Continue working on this wage report.
Options							
<input type="button" value="Yes"/>	Your employer information and Forms W-2c will be saved until 11-07-2009. You may return to finalize and submit your annual wage report anytime between now and 11-07-2009.						
<input type="button" value="No"/>	Continue working on this wage report.						
<p>Have a question? Call 1-800-772-6270 Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.</p>							

4. Are You Sure You Want to Delete the Unsubmitted Report Page

If a user selects **Delete** button on the “Unsubmitted Reports” page, the system shall display the “Are you sure you want to delete the Unsubmitted Report” page.

Social Security Online Electronic Wage Reporting (EWR)							
www.socialsecurity.gov EWR Home E-mail a Wage Reporting Expert Keyboard Navigation Logout							
 Forms W-2c/W-3c Online							
<p>Are you sure you want to delete the unsubmitted report?</p> <table border="1"> <thead> <tr> <th colspan="2">Options</th> </tr> </thead> <tbody> <tr> <td><input type="button" value="Yes"/></td> <td>Your unsubmitted wage report will be deleted.</td> </tr> <tr> <td><input type="button" value="No"/></td> <td>You will be sent back to the Unsubmitted Reports page.</td> </tr> </tbody> </table>		Options		<input type="button" value="Yes"/>	Your unsubmitted wage report will be deleted.	<input type="button" value="No"/>	You will be sent back to the Unsubmitted Reports page.
Options							
<input type="button" value="Yes"/>	Your unsubmitted wage report will be deleted.						
<input type="button" value="No"/>	You will be sent back to the Unsubmitted Reports page.						
<p>Have a question? Call 1-800-772-6270 Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.</p>							